

Quick Reference Scenarios

School Administrative Match

Code	Scenario
3 – Educational & School-Related Activities	<i>Activity:</i> Paul Power, the principal, must suspend Wanda for three days for cursing at a teacher. <i>Explanation:</i> The principal must classify the time spent to discipline Wanda as Code 3.
4 – Direct Medical Services Provide care, treatment & counseling services	<i>Activity:</i> During a vision screening, the school nurse finds that Sally needs a complete eye exam. She calls Sally's parents to inform them. <i>Explanation:</i> Eye screenings provided at the school are direct medical care available to all students without charge (free care). The follow-up (contacting parents) is a corollary part of the direct medical service. The nurse's time should be classified as Code 4.
10 – System Support or Personal Time	<i>Activity:</i> Tommy Teacher is attending a staff meeting on Wednesday afternoon on one time study day. Discipline procedures and rules are reviewed. <i>Explanation:</i> The time spent in the meeting should be classified as Code 10.
9 – Referral, Coordination & Monitoring	
9A – Referrals for non-Medicaid services	<i>Activity:</i> Joe, a student with a history of aggressive behavior, acts out on the playground. The teacher refers Joe to the school anger management class. <i>Explanation:</i> The teacher's time spent referring the student is an internal referral and should be classified as Code 9a. To be billable to Medicaid (Code 9b) a referral must be to a Medicaid provider.
9B – Referrals for Medicaid services (medical, dental, mental health, substance abuse & family planning)	1. <i>Activity:</i> Flo Flexible, the physical therapist, is providing Sam with the exercises prescribed in Sam's I.E.P. While working with Sam, Flo finds that a bone in his foot may be broken. Flo calls the parents and the parents request that Flo call the Medicaid provider. Flo has written permission from the parents to contact the provider. <i>Explanation:</i> The time Flo spent coordinating the Medicaid services for Sam should be marked Code 9b. 2. <i>Activity:</i> With the parent's written permission, the school's principal, Eleanor Eager, calls the doctor to follow-up on the referral made for Jack. The doctor, who is a Medicaid provider, requests the principal gather information needed to diagnose Jack. The principal contacts the teachers to gather the requested information. <i>Explanation:</i> Both the follow-up call and the time the principal spent gathering the requested information should be marked Code 9b. The time the teachers spent providing the information should be coded to Code 9b.
1 – Outreach	
1A – General health education, wellness & prevention programs & Child Find activities	<i>Activity:</i> Several teachers at Valley High School have sent concerns to the school counselor about Jolly. They have seen signs of possible drug usage. The counselor calls Jolly in and discusses the warning signs for alcohol and drug abuse with Jolly. <i>Explanation:</i> Time spent educating students about healthy-life styles and practices should be coded as Code 1a.
1B – Inform about Medicaid, services available & encourage access	<i>Activity:</i> Middle Washington High School is planning Freshman Orientation for June. The counselor, Carl Caring, offered to set-up a Medicaid booth. He is very concerned about the increasing number of students his school is receiving without medical coverage. <i>Explanation:</i> If Carl's time in the booth occurs on a time study day, it should be marked Code 1b. He is providing Medicaid outreach for in-coming students and their families.
2 – Facilitating Applications	
2A – Facilitating application for non-Medicaid programs	<i>Activity:</i> Tiger Woods, the high school physical education teacher, notices that one of his students, John D., is continually asking other students for food or money. When he talks to John, he finds out that there is rarely food at home. Both of his parents have lost their jobs. Because Tiger has a good relationship with John and his parents, he calls them to explain how they can apply for food stamps. They are thankful and meet with him at his office where he helps them fill out the application. <i>Explanation:</i> The time Tiger spends informing John's family about food stamps and assists them in the application process should be coded as Code 2a. The Food Stamp Program is not Medicaid related.

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2B – Facilitating Medicaid eligibility determination	<p><i>Activity:</i> T. Carie is a first grade student who is continually complaining about his teeth hurting. He is often unable to eat his lunch or treats. His teacher, Mrs. Floss, calls his parents about his complaints and finds that they have no dental coverage. They meet at school and Mrs. Floss assists the parents in filling out a Medicaid application.</p> <p><i>Explanation:</i> The time the teacher spends assisting in filling out the application should be marked Code 2b.</p>
5 – Transportation	
5A – Transportation for non-Medicaid services	<p><i>Activity:</i> Carl, the school counselor, calls Dial-a-Ride for a pregnant teen who is on Medicaid to take her to an orientation for entering the local community college.</p> <p><i>Explanation:</i> The transportation is not for a direct Medicaid service and the transportation is not arranged through the Medicaid broker agency so this activity should be marked Code 5a.</p>
5B – Schedule or arrange transportation to Medicaid covered services	<p><i>Activity:</i> Terry needs to get to his appointment with his Medicaid provider or the provider will not renew his medication for ADHD. Mr. Caring, the counselor, calls the Medicaid transportation broker to set up the transportation.</p> <p><i>Explanation:</i> The time Mr. Caring spent arranging the transportation should be coded as Code 5b.</p>
7 – Program Planning, Policy Development, Interagency Coordination	
7A – Program planning, policy development and interagency coordination for non-Medicaid needs & services	<p><i>Activity:</i> Paul Power, the high school principal, observes a need for better coordination with Juvenile Probation, Phoenix Alternative School and Middle Washington High School. Many of the students from low income families have increasing needs. He calls these agencies to set up a meeting.</p> <p><i>Explanation:</i> The time spent coordinating the services is not directly related to Medicaid services so this activity should be classified as Code 7a.</p>
7B – Program planning, policy development and interagency coordination for the delivery of Medicaid health services	<p><i>Activity:</i> Mr. Power collects data regarding the number of students his district has assisted in accessing Medicaid and what services they received. He reviews the data and finds a correlation with the student's scholastic WASL scores. This information is to be used to plan further Medicaid outreach.</p> <p><i>Explanation:</i> The data analysis was for a direct Medicaid related purpose so the time Mr. Power spent reviewing and analyzing the data should be classified as Code 7b.</p>
8 – Training	
8A – Training for non-Medicaid related services	<p><i>Activity:</i> The staff at Gallant Elementary has been active in helping students and their families with accessing Medicaid services and filling out Medicaid applications. They believe they would benefit from the Gem Stone poverty training. This training will assist staff in understanding the needs of students in poverty. The principal arranged the training and all staff attended the training.</p> <p><i>Explanation:</i> This activity is not related to direct Medicaid services so the time spent arranging and attending the training should be coded to Code 8a.</p>
8B – Training for Medicaid related services	<p><i>Activity:</i> At a staff meeting, the SAM coordinator uses the MAA/ESD 112 video to train participating staff on Ad Match activities and how to complete the time study form.</p> <p><i>Explanation:</i> Medicaid can only reimburse its share of the cost of the training for staff that are getting the training as a refresher. All staff are required to be trained before they initially participate in SAM, and the time taken to get the training is at the district's expense. Thereafter, time spent in refresher training on the Medicaid program, the activity codes and the time study, are coded to Code 8b if they occur on a time study day.</p>